



Manager's Report

for Council Meeting February 24, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Aegis Technologies Inc
Buld, Henning
Delta Strategies
Downtown Yoga
J & C Enterprises
Law Office of Robert B Anderson PLLC
Quantifex Financial Group Inc
Roy Rojas Academy of Languages of VA USA
Russian Sage
Testerman & Associates
Virginia Rescue Training Center Inc
Yoga Journey, LLC

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of February 7, 2004 through February 20, 2004:

New Hires

None

Position

Department

Promotions

None

Transfers

None

Separations

Resignations:

Udarico Peregrino

Position

Police Officer

Department

Police Department

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT

PLANNING DIVISION:

DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY

**PLANS REVIEWED DURING THE PERIOD OF:
JANUARY 23, 2004 – FEBRUARY 17, 2004**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Jafari Office Building DP 2002-25 (40 Sycolin Road)	Easement Plat	2 nd	Overland stormwater easement along the rear of property related to construction of 6,000 square feet of office (two buildings) adjacent to an existing dwelling which will be retrofitted to accommodate office uses.
Jafari Office Building DP 2002-25 (40 Sycolin Road)	Revised Grading Plan Sheet	1 st	Fire lane signage and details added to plan related to construction of 6,000 square feet of office (two buildings) adjacent to an existing dwelling which will be retrofitted to accommodate office uses
God's Children Learning Center	Preliminary/Final Development Plan Authorization	2 nd	Renovation of existing residential dwelling and lot for child care use
Leesburg Executive Airport Terminal Building Expansion & Parking Improvements (991 Sycolin Road, SE)	Revision to approved Landscape Plan	2 nd	Redesign of landscape plan for parking lot and terminal building entrance
River Creek, Section 1A, Phase VII, Shoal Creek Drive	Construction Drawings	3 rd	River Creek subdivision in Loudoun County
Country Club Estates Subdivision Drainage Improvements	Capital Improvement Project (CIP) Plan	1 st	Conceptual alternative alignment for drainage improvements
Beauregard Estates, Phase 5 (200 Block of Lawson Rd)	Construction Drawings	5 th	Construction of nine single family detached residential dwellings
Tavistock Farms, Section 15, 16 and 17/Arcadia DP 2000-07 (across Tavistock Drive from Cool Springs Elementary)	Easement Plat	1 st	Various on-site easements related to development of 108 condominiums units
Edwards Landing, Phase 3 – Lots 248 thru 257	Revision to approved Construction Drawings	1 st	Regrading and landscaping on backyard slope related to the construction of 76 single family residential dwellings
Dulles Motor Cars TLPF-2003-0005 @ Parker Court (307 Parker Court)	Preliminary/Final Development Plan/ Planning Commission Action Item Staff Report and Presentation		Construct a 2, 295 square foot building for auto sales and repair and associated paved parking for vehicular display, storage and employee and customer parking
Catoctin Circle Center (East side of Catoctin Circle North of Giant grocery store) TLPF-2003-0008	Preliminary/Final Development Plan/ Planning Commission 1 st Submission Briefing Staff Report & Presentation		

Holy Trinity Lutheran Church TLPF-2003-0010 (605 West Market Street)	Preliminary/Final Development Plan/ Planning Commission 1 st Submission Briefing Staff Report and Presentation		Construction of a 10,581 square foot building expansion onto the existing church building for expansion of child care and church uses
Providence Baptist Church Addition TLDW-2003-0005 (205 Church Street)	Development Plan Waiver/No Adverse Impact Plan Certification/ Planning Commission Information Item Staff Memorandum		Construction of a 3,600 square foot building expansion onto the existing church building
Patriot Office Park DP 2002-20 (next to Hampton Inn on Sycolin Road)	Phasing Plan	1 st	Construction of 89,000 square feet within multiple office buildings
Battlefield Marketplace Target Corporation TLES-2004-0001 (next to Kohls on Edwards Ferry Road)	Easement Plat	1 st	Vacation of a portion of waterline easement
Battlefield Marketplace Costco Wholesale Corporation TLES-2003-0011 (next to Kohls on Edwards Ferry Road)	Easement Plat	1 st	Minor revisions to on-site easement plat
Beauregard Estates, Phase 5 (200 Block of Lawson Road, SE)	Deed	2 nd	Construction of nine single family detached residential dwellings
Hawks View Glen TLCD-2003-0001 (adjacent to Fox Chapel at Tudor Knolls Condominium)	Construction Drawings	4 th	Construction of 36 townhouse dwellings, revision of lots sizes to allow for optional sunrooms
Patriot Office Park DP 2002-20 (next to Hampton Inn on Sycolin Road)	ROW & Easement Plat	2 nd	Construction of 89,000 square feet within multiple office buildings
Catoctin Circle Center TLPF-2003-0008 (East side of Catoctin Circle North of Giant grocery store)	Preliminary Development Plan	3 rd	
Potomac Station, Section 8I TLRD-2003-0006 (On the south side of Sycolin Road adjacent to the Potomac Station Apartments)	Revisions to the Approved Construction Drawings	2 nd	
Animal Emergency Hospital	Special Exception Referral	1 st	
Leesburg Executive Airport Terminal Building Expansion & Parking Improvements (991 Sycolin Road, SE)	Revision to approved Landscape Plan	2 nd	Redesign of landscape plan for parking lot and terminal building entrance

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JANUARY 23, 2004 – FEBRUARY 17, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Beauregard Estates, Phase 5 (200 Block of Lawson Road, SE)	Final Plat	3 rd	Construction of nine single family detached residential dwellings
Harrison Street Improvements @ Andover Court TLCI-2003-0004 (intersection of Harrison Street and Andover Court)	Capital Improvement Project (CIP) Plan	2 nd	Street improvements
Jafari Office Building (40 Sycolin Road)	Easement Plat	2 nd	Overland stormwater easement along the rear of property related to construction of 6,000 square feet of office (two buildings) adjacent to an existing dwelling which will be retrofitted to accommodate office uses.
Jafari Office Building (40 Sycolin Road)	Revised Grading Plan Sheet	1 st	Fire lane signage and details added to plan related to construction of 6,000 square feet of office (two buildings) adjacent to an existing dwelling which will be retrofitted to accommodate office uses.
Patriot Office Park DP 2002-20 (next to Hampton Inn on Sycolin Road)	Phasing Plan	1 st	Revising the phasing relating to the construction of 89,000 square feet within multiple office buildings
Potomac Station, Section 8I TLRD-2003-0006 (On the south side of Sycolin Road adjacent to the Potomac Station Apartments)	Revisions to the Approved Construction Drawings	2 nd	Creating a larger berm along the rear of certain dwelling lots along Sycolin Road related to the construction of 23 single family residential dwellings
Battlefield Marketplace Target Corporation TLES-2004-0001 (next to Kohls on Edwards Ferry Road)	Easement Plat	1 st	Vacation of a portion of waterline easement
Loudoun Motor Sports TLDW-2004-0001 (212 Catocin Circle)	Development Plan Waiver/No Adverse Impact Certification Plan	1 st	Retrofitting and construction of 10,800 square feet of vehicle sales at the old Southern States building
Mobil Car Wash TLDW-2003-0007 (Adjacent to the Mobil Gas station at Battlefield Shopping Center)	Development Plan Waiver/No Adverse Impact Certification Plan	1 st	
Battlefield Marketplace (formerly Fort Evans Shopping Center, Phase 2) TLRD-2003-0005 (next to Kohls on Edwards Ferry Road)	Revision to Approved Preliminary/Final Development Plan	2 nd	
Beauregard Estates, Phase 5 (200 Block of Lawson Road, SE)	Deed	2 nd	Construction of nine single family detached residential dwellings
Tolbert Right Turn Lane (At the intersection of Tolbert Lane and Sycolin Road)	Capital Improvement Project (CIP) Plan	1 st	Street improvements

Catoctin Circle Center (East side of Catoctin Circle North of Giant grocery store) TLPF-2003-0008	Preliminary Development Plan	3 rd	
Leesburg Plaza Shopping Center TLPF-2004-0001 (400-500 Block of East Market Street)	Preliminary Development Plan	1 st	
Animal Emergency Hospital	Special Exception Referral	1 st	
Patriot Office Park DP 2002-20 (next to Hampton Inn on Sycolin Road)	ROW & Easement Plat	2 nd	Street dedication and easements relating to construction of 89,000 square feet within multiple office buildings
Patriot Office Park DP 2002-20 (next to Hampton Inn on Sycolin Road)	Preliminary/Final Development Plan	3 rd	Construction of 89,000 square feet within multiple office buildings
Potomac Station, Section 10 (Lots 1404-1411) TLRD-2004-0001 (Adjacent to intersection of Battlefield Parkway and Potomac Station Drive)	Revisions to Approved Construction Drawings	1 st	Revisions related to the construction of 155 townhouse dwellings
Edwards Landing, Phase 3 – Lots 226 thru 249 TLRD-2003-0008	Revision to approved Construction Drawings	2 nd	Regrading and landscaping on backyard slope related to the construction of 76 single family residential dwellings
Edwards Landing, Phase 3 – Lots 248 thru 257 TLRD-2003-0007	Revision to approved Construction Drawings	2 nd	Regrading and landscaping on backyard slope related to the construction of 76 single family residential dwellings
Potomac Station Retail, Parcel B DP 2000-13 (Adjacent to intersection of Battlefield Parkway & Rte 7)	Revision to approved Construction Drawings	1 st	Revisions to sanitary sewer lateral connections to buildings D1 and D2 relating to the construction of 138, 683 square feet of retail uses
Leesburg Executive Airport Terminal Building Expansion & Parking Improvements (991 Sycolin Road, SE)	Revision to approved Landscape Plan	2 nd	Redesign of landscape plan for parking lot and terminal building entrance
Potomac Station, Section 8I TLRD-2003-0006 (On the south side of Sycolin Road adjacent to the Potomac Station Apartments)	Revisions to the Approved Construction Drawings	2 nd	

ZONING DIVISION**Zoning Permits Issued Residential**

Potomac Station 6 SFA @ \$45,000

Edwards Landing 5 SFD @ \$200,000

Stowers 4 SFD @ \$100,000

Potomac Crossing 1 SFD @ \$105,000; 8 SFA @ \$55,000

Zoning Permits Issued Commercial

71 Lawson Road, SE commercial/interior fit-up

500 Sunset View Terrace, SE club house addition @ \$7,000 Stratford Dulles Greenway

241 Fort Evans Road, NE units 353-345 interior fit-up Leesburg Corner Premium Outlet Mall \$70,000

530E-550 East Market Street exterior canopy renovation \$650,000 Leesburg Plaza Shopping Center.

645 Potomac Station Drive, NE interior alterations new tenant Potomac Station Shopping Center- Maggie Moos \$8,500

Occupancy Permits Issued Residential

Stowers 2 SFD

Edwards Landing 2 SFD

Hamlets at Leesburg 2 SFA/Duplex

Stratford 5 SFA

Potomac Crossing 3 SFA & 1 SFD

Occupancy Permits Issued Commercial

1200 Tennessee Drive, NE Recreation Center at Edwards Landing

Special Exceptions

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. This application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. Due to inclement weather the **Council public hearing** scheduled for January 27, 2004 has been rescheduled to **February 24, 2004**.
2. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass. This application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. Due to inclement weather the **Council public hearing** scheduled for January 27, 2004 has been rescheduled to **February 24, 2004**.
3. SE 2002-12 KFC/A&W: Located at 911 Edwards Ferry Road, NE. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The Planning Commission public hearing was held on February 5, 2004. Applicant has requested additional time to address comments and to return to the Commission at the March 4, 2004 meeting.
4. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at Applicant's

request to provide additional time for staff and the applicant to address outstanding issues.

5. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. Applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
6. SE 2004-0001 Animal Emergency Hospital: Located at 741 Miller Drive in the Airpark Commerce Park adjacent to the Leesburg Municipal Airport. Applicant Animal Emergency Critical Care Associates, P.C., seeks special exception approval for a 11,500 square foot veterinary clinic in an existing building in the I-1 (Industrial Research Park) District. The plans were accepted for review on February 2, 2004 and are currently under review.
7. Leesburg Plaza Bank (case number unassigned): Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). Applicant seeks special exception approval to permit a bank with drive through lanes on an existing undeveloped pad site. The plans were rejected for review on January 23, 2004. The applicant has resubmitted the application and it is currently under review for acceptance.

Rezoning

1. ZM 2003-0003 Leesburg Central Rezoning: Located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street across from the County Government Center. The applicant James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street. The plans were accepted for review on August 22, 2003 and revised plans have been submitted twice. The Planning Commission public hearing was held on January 15, 2004. The post-public hearing meeting was held on February 5, 2004 and the application will return to the Commission for action on February 19, 2004.
2. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
3. ZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003 and are currently under review.

4. Meadowbrook (case number unassigned): Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The plans were submitted on January 30, 2004 and were officially rejected on February 11 due to deficiencies in the required traffic study.

Town Plan Amendments

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003 and is currently under review.
2. Meadowbrook (case number unassigned): Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The amendment was submitted on January 30, 2004 and was officially rejected on February 11 due to deficiencies in the required traffic study.

Zoning Ordinance Amendments

No Zoning Ordinance Amendments are being processed at this time.

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: Applicant PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. The case is scheduled for hearing on March 1, 2004.

Board of Architectural Review Cases

The next BAR meeting is scheduled for Wednesday, February 19, 2004. The agenda includes 18 applications.

Miscellaneous

Holtzman Sign: A resolution is required to permit re-facing of a pole sign for the property at 148 Catoctin Circle, S.E. A resolution to this effect is included for Council consideration on February 24, 2004.

WATER & SEWER ADMINISTRATION

- During this time frame there were 29 Public Facility Permits issued totaling \$301,082.00
- 14 work orders issued for meter sets
- 29 requests for occupancy inspection were issued

Capital Projects Update

- Water Meter Conversion – The project has been completed and contractor is working on punch list items.
- During this period, six plans and three requests for modeling were received for review within the service area.

- Design workshops for expansion of the Water Treatment Plant have been completed and final design work will begin soon.
- Several meeting were held with the developers and engineers to review upcoming projects.
- The 90% drawings for expansion of Water Pollution Control Plant has been received and reviewed.

Utility Lines Division

- Staff completed the demolition of Myers Well building and hauled debris to landfill.

Training

- Utility Lines Division held their monthly safety meeting for employees.
- Ken Binder attended a Safety & Health Committee Meeting.
- Daryl Campbell, Rusty Cromer, Jamie Morin, Jason Ziemann; Rick Schooley, Lesley McClaughry, Mike Cummings, Ken Binder and Rodney Cromer attended Access Computer Training.

Summary Programs

New connections to town utility system: 28

Total number of water leak repairs: 8

Responded to 499 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of February 6, 2004

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√	√				
	1	Maintenance Worker I		√	√				
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng & PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Maintenance Worker II	12/30/03	√	√	√	√		
	1	Maintenance Worker I	11/24/03	√	√	√	√		
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√				
	1	Director of Finance	10/21/03	On hold					
<i>IT</i>	1	Webmaster	12/30/03	√	√				
<i>P&R</i>	1	Recreation Program Mgr	12/30/03	√	√	√			
	1	Custodian	1/6/04	√	√				
<i>P & Z</i>	1	Senior Planner	7/01/03	√	√	√	√		
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	√	√		
	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	2/15/04	√					
	1	Communication Technician		√					
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
<i>Water Supply</i>	1	Assistant Superintendent	11/17/03	√	√	√	√		
	1	Utility Plant Supervisor	1/12/04	√	√				
TOTAL	22								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe